

**CLIENT AUTHORIZATION LETTER**

DATE (TBD)

Dear Client:

We are currently responding to a request for proposal (RFP) for the NASA Ames Research Center Entry Systems Technology Research and Development (ESTRAD) procurement.

NASA Ames Research Center is continuing to place increased emphasis on past performance as a source selection factor. As such, a requirement of its solicitation is that past clients of ours be identified and asked to participate in the evaluation process. We have identified \_\_\_\_\_ of your organization as the point of contact based on his/her knowledge concerning our work.

Please help us by completing the enclosed Past Performance Questionnaire and forwarding it directly to NASA Ames Research Center, ATTN: AnJennette Contreras-Rodriguez, Code JAI:241-1, Moffett Field, CA 94035-0001, telephone 650-604-2147. Facsimile responses are acceptable. Please fax to the attention of AnJennette Contreras-Rodriguez, fax 650-604-0912. E-mail responses may be sent to: [AnJennette.C.Rodriguez@nasa.gov](mailto:AnJennette.C.Rodriguez@nasa.gov).

A response to this questionnaire is requested to the above address no later than \_\_\_\_\_.

Thank you for completing this questionnaire. Any questions may be directed to the undersigned.

Sincerely,

Enclosure

**This form contains Source Selection Information when completed.**

Please use the following adjectival ratings to respond to the questions on the following pages. Please select one rating per statement, using the following definitions and provide additional remarks to further explain any Excellent or Poor rating, as well as in response to the more detailed questions.

### Definition of Ratings

Excellent (E)	Consistent record of exceptional past performance by the offeror and any proposed major subcontractors on work identical or very similar to the work requirements of the proposed contract; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
Very Good (VG)	Consistent record of successful past performance by the offeror and any proposed major subcontractors on work identical or very similar to the work requirements of the proposed contract; demonstrating very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance.
Good (G)	Successful past performance by the offeror and any proposed major subcontractors on work similar to the work requirements of the proposed contract; and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Neutral (N)	Neutral score. Assigned to offerors without a record of relevant past performance or for whom information on past performance is not available or not applicable.
Satisfactory (S)	Successful past performance by the offeror and any proposed major subcontractors on work similar to the work requirements of the proposed contract and may be limited in terms of the size, scope and complexity when compared to this contract; demonstrates meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Poor (P)	The Offeror's relevant past performance demonstrates performance that does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas, which adversely affect overall performance.

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## Past Performance Questionnaire

**Table 1**

<b>Offeror:</b>	
<b>Contract Number:</b>	
<b>Agency/Company:</b>	

### General

*Please provide the following information concerning the contract:*

1. Type of Contract

Firm Fixed Price	<input type="checkbox"/>	Cost Plus Fixed Fee	<input type="checkbox"/>
Cost Plus Award Fee	<input type="checkbox"/>	Other (Describe): _____	<input type="checkbox"/>

2. Method of Competition

Non-Competitive	<input type="checkbox"/>
Competitive (provide description—e.g., Full and Open, Small Business Set-Aside, etc.—below) _____	<input type="checkbox"/>
Follow-on?	<input type="checkbox"/>
New requirement?	<input type="checkbox"/>

3. Period of Performance (including extensions/options):

From:		To:	
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4. Contract Value (including all options): \$\_\_\_\_\_

5. Was the contractor the prime contractor or a subcontractor? Please indicate the percentage of overall contract work performed and number of Work Year Equivalents (WYEs) used to perform the work.

Prime contractor	<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>
% of work performed		# of WYEs provided	

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6. Description of services provided:

Agency – Contract No./ Company		Contract Managem ent (a)	Technical Operations Support (b)	Technical Project Managem ent (c)	Aerotherm o-dynamics (d)	Nano- techn ology (e)	Thermal Protection Systems and Materials (f)	Total Employee s on Contract
<b>Prime Contractor:</b>								
<b>Major Subcontractors:</b>								
Contract Number				Point of Contact (name, telephone number, email address)				

**Please provide additional remarks to further explain Excellent or Poor ratings.**

	Place an “X” in the appropriate column	E	VG	G	N	S	P
Relevant Technical Performance	<ul style="list-style-type: none"> <li>Compliance with technical and schedule requirements, including an explanation of any schedule slips.</li> </ul>						
	<ul style="list-style-type: none"> <li>Contractor flexibility and effectiveness in dealing with changes to technical requirements.</li> </ul>						
	<ul style="list-style-type: none"> <li>Problems encountered and their resolutions.</li> </ul>						
	<ul style="list-style-type: none"> <li>Quality, accuracy, and completeness of technical products.</li> </ul>						

**Comments/Remarks:**

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Please provide additional remarks to further explain Excellent or Poor ratings.

	Place an "X" in the appropriate column	E	VG	G	N	S	P
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>Management of multiple, concurrent, and complex tasks.</li> </ul>						
	<ul style="list-style-type: none"> <li>Record of recruiting, developing, and retaining a workforce with the appropriate skills for contract performance.</li> </ul>						
	<ul style="list-style-type: none"> <li>Examples, if any, of loss of key personnel, the reasons for the loss, and your experience in filling the vacant position(s).</li> </ul>						
	<ul style="list-style-type: none"> <li>Management of the phase-in period to ensure efficient continuation of operations during contract turn-over.</li> </ul>						
	<ul style="list-style-type: none"> <li>Management of technology transfer including export control, Government sensitive, and third party proprietary data issues.</li> </ul>						
	<ul style="list-style-type: none"> <li>Changes made to lines of authority during the contract, the reasons for those changes, and the impact to contract performance.</li> </ul>						
	<ul style="list-style-type: none"> <li>Management of performance problems and their resolutions.</li> </ul>						
	<ul style="list-style-type: none"> <li>Contractor's ability to assess and re-assign staff.</li> </ul>						

**Comments/Remarks:**

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Submitted By (Name and Title)

Date

Agency/Office:

Telephone Number:

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